

Session Keeper Booking System for Get to Know You Chats



Below is a guide for booking a session with teachers. If you click on the link the system is simple to follow.

1. Navigate to the Session Keeper URL, enter your **Email Address** and select **Login**
2. Click **Send** to receive an email and set up your password.
3. Click the **Add Student** button and enter in your child's **First Name** and **Last Name** then click **Save**.
4. Select the relevant Staff members that you would like to book a session with and select **Next** from the bottom right corner.
5. Select the time of your booking from the list and then select **Next**.
6. Review your appointment information and add any notes, if relevant, before pushing **Next** to confirm your bookings.
7. Your Booking is complete! You will receive a confirmation email to your nominated email address. The confirmation email also includes links should you need to modify or cancel your booking.

If you have SZ app on your phone, there is an illustrated guide in the main menu.

